

01

BEGINNER

This checklist provides eligible professionals with steps for participating in Stage 1 of the Medicaid Electronic Health Record (EHR) Incentive Program.

» Stage 1 Medicaid EHR Incentive Program: **PARTICIPATION CHECKLIST**

Each step of Stage 1 participation is explained to guide you through participation from start to finish.

- 1 Determine your eligibility to participate in the Medicaid program.**
 - [Eligibility Requirements for Professionals](#)
 - [Eligibility tool](#)
- 2 Prepare for registration.**
 - [Registration User Guide for Medicaid Eligible Professionals](#)
 - [EHR Registration, Attestation, and PECOS Checklist](#)
- 3 Register to participate.**
 - You must register with CMS [online](#).
 - CMS will send information to your state. You will need to log in to your state [program's website](#) to verify your registration and provide additional eligibility information.
- 4 Determine certification of your EHR system.**
 - To determine if your EHR system is currently certified, view the [ONC Certified Health IT Product List \(CHPL\)](#).
- 5 Meet meaningful use requirements and prepare for attestation.**
 - [EHR Registration, Attestation, and PECOS Checklist](#)
 - [Attestation Worksheet for Eligible Professionals](#)
 - [Meaningful Use Attestation Calculator](#)
- 6 Attest that you have met the thresholds and all of the state requirements.**
 - You will attest through your [state portal](#).
- 7 Retain proper documentation in case of audit.**
 - [Supporting Documentation for Audits](#)
 - [Sample Audit Letter for Eligible professionals](#)
 - [Audit Overview Fact Sheet](#)

Note: You may be audited prior to receiving payment.
- 8 Continue reporting meaningful use data, and receive up to 6 years of incentive payments.**
 - Use the [My Participation Timeline Widget](#) to determine when you will demonstrate each stage of meaningful use.